

Applies to: All Medical School Departments

GUIDELINES:

Updated: August 9, 2022

PURPOSE:

To provide guidance to departments on renovations, repairs, and maintenance projects.

DEFINITIONS:

OFMD – Operations & Facilities Management Department

IHRMT – In-House Repair & Maintenance Team

PPR – Planning & Project Request

PROCESS:

Projects under \$15k:

1. School of Medicine departments can work directly with a vendor or use the OFMD IHRMT for non-construction activities for the following types of projects with total budgets under \$15,000:
 - Artwork
 - Freestanding furniture (not modular)
 - Addition of telephone or data lines
 - Painting
 - In-kind Equipment replacement not impacting infrastructure changes
2. OFMD encourages departments to use services available through the School of Medicine IHRMT including but not limited to: painting, installation of artwork, lock changes, minor casework modifications, furniture moving, flooring and painting. For billable services work under \$15,000, departments may submit a request for estimate through the [ServiceNow](#) work order system.
3. The IHRMT will review the request and if the scope of the work exceeds the guidelines, the IHRMT will notify the requestor to submit a [PPR](#) to be assigned a Project Manager through Capital Projects.
4. All customer-initiated requests estimated to be over \$1,000.00 and not to exceed \$15,000.00 must comply with all aspects of the [IHRMT Project Delivery Manual](#) including the use of a [Limited Scope Agreement](#), which must be signed by the requesting department's authorized Business Manager.
5. The IHRMT supervisor must manage the project closely to ensure the requirements of the projects do not increase to the point where the project exceeds the \$15,000.00 level. The supervisor must monitor the project's status and baseline scope to determine the cause and degree of changes identified. In the case of instances where project scope creep exceeds

\$15,000, the IHRMT supervisor will review the project with Capital Projects and the appropriate OFMD Departmental Planner and receive approval before moving forward with the project. Once all approvals are in place, these projects must be submitted for Capital funding at the monthly pre-agenda meeting.

6. For all projects under \$1,000, the OFMD INHRT must provide all customers with a description of the work to be performed along with an estimate through Service Now or email.
7. Please note, all projects that involve renovations including but not limited to any of the below items, **must** be managed by Capital Projects:
 - Hazardous material removal including asbestos
 - Wall modifications
 - Adding or relocating any door
 - Flooring removal
 - Ceiling replacement
 - Equipment additions/changes. e.g. fume hoods, incubators, -80 degree freezers, cold boxes, etc.
 - HVAC changes
 - Plumbing changes
 - Electrical changes
 - Lab Bench Tops
 - Renovations
 - Carpentry
 - Casework Modifications

Renovation projects and projects greater than \$15k:

1. The department should submit a [PPR](#) through the OFMD website and OFMD will assign a Project Manager with Capital Projects